**Knowledge Assessment** Using Illustration and Graphics  **Lesson 8**

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. A text box can be rotated within the document.

T F 2. Images shared by email should be compressed to avoid a long download time.

T F 3. A new document with a text box should be saved prior to saving to the Text Box gallery.

T F 4. In a new document, images can be converted to SmartArt with captions.

T F 5. By default, a drop cap will drop four lines down beside the text.

T F 6. Text boxes can be saved in the gallery for later use.

T F 7. Modifying a shape will open the Drawing Tools Format tab.

T F 8. You can use the Remove Background tool to select what areas of an inserted image to keep and what areas to discard.

T F 9. Resetting a picture will remove formatting that you have applied to it.

T F 10. WordArt has new features and enhancements in Word 2010.

Multiple Choice

Select the best response for the following statements.

1. In the Clip Art pane, you can search for which media type?

a. Illustrations

b. Photographs

c. Videos

d. Audio

e. All of the above

2. Decreasing the size of a picture fi le by reducing the resolution is called \_\_\_\_\_\_\_\_.

a. Compressing

b. Rotating

c. Cropping

d. Resizing

3. Lines, block arrows, stars, and banners are examples of what?

a. Diagrams

b. Shapes

c. Flowcharts

d. Quick Styles

4. Which tools provide options for formatting shapes?

a. Drawing

b. Picture

c. Text

d. Effects

5. The \_\_\_\_\_\_\_\_\_\_\_\_ will capture a picture of the whole program window.

a. Copy button

b. Print Screen button

c. Screenshot button

d. None of the above

6. Which command enables you to remove unwanted parts from a picture?

a. SmartArt

b. Contrast

c. Rotate

d. Crop

7. The Artistic Effect is available on which tool?

a. Picture

b. Drawing

c. Recolor

d. Format

8. What element can you use to provide a short descriptive label for an image in a

newsletter or magazine?

a. Caption

b. Text

c. Drop cap

d. All of the above

9. Which command allows you to change the appearance of an inserted image without

the use of photo-editing programs?

a. Artistic Effect

b. Corrections

c. Color

d. None of the above

10. Which command would you use to discard all the formatting changes made to a

picture?

a. Original

b. Undo

c. Reset

d. Discard